eVA Integration Design Team

Meeting Minutes
December 20, 2004

Opening:
The meeting of the eVA integration workgroup was called to order at 10:00 A.M. on 12/20/2004 in Richmond.

Present:

Linda Orr, CWM (phone)	Parvin Mirshahi, DGS
Maria Hatcher, DGS	Carrie Gillotte, GMU (phone)
Marion Lancaster, DGS	Charlie Hofmann, GMU (phone)

A.   Approval of Agenda
         Agenda not available

B.   Approval of Minutes
         Minutes not reviewed

C.   Issues

         Open Issues
         See separate issues document

         Closed Issues
         No items closed at this session

D.   New Business

   1.   eVA Integration Technical Design Specs Status:
           • Marion stated that DGS started to work with AMS to draft the technical specifications. AMS has been busy working on production issues (performance, etc.) created by the Ariba 8.1 upgrade. As soon as the issues are addressed/fixed AMS will concentrate on drafting the document.

   2.   Issues List Status:
           • Maria is working on updating the Integration Issues list. Some of the information has to come from AMS. She is waiting on responses from AMS. Again, because of the issues with the Ariba 8.1 upgrade, responses have been slow.

   3.   GMU Hosting SCT Meeting:
           • Carrie Gillotte reported that she has been communicating with Jim Dye and that GMU will host the meeting with SCT. The tentative schedule for the meeting is Thursday, January 13. Carrie to follow up with Jim Dye to see if the date is good for them. More information will be provided later.

   4.   Weekly Integration Meeting Holiday Schedule:
           • No meeting on 12/27/2004
           • Meeting on 1/3/2004

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

Open Action Items

Old:

1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Document of software cost to CWM (Berni Kenney)
6. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
7. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
8. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
9. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)
10. Ask AMS when draft of the Technical Design document will be available (Marion Lancaster).

Closed Action Items

No items closed at this session

Prepared by Maria F. Hatcher

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